

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)
FROM : Chief, Clerical Training Branch
SUBJECT: Weekly Summary Report

DATE: 28 August 1952

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1. Clerical Induction Training [REDACTED]

a. A new geography course has been worked out by [REDACTED] and [REDACTED] and is being given this week. The course was modified following conferences with geographers in ORR.

b. The number of individuals taking training every week is still below our earlier estimates. We anticipate increased numbers after Labor Day.

2. Clerical Refresher Course

a. [REDACTED] is on leave and [REDACTED] is handling a somewhat cut program alone.

b. There are thirty-five enrolled in this course.

3. Clerical Orientation Program

a. A meeting this afternoon and assurance of space and personnel available will determine whether we can actually put this program into effect on September 22. If so, we will probably initiate it on a one-day for clerks, two-day for stenos and typists basis.

4. Management Training Division

a. In [REDACTED]'s absence I have been attending to the plethora of details involved in preparing for the September meetings on the Personnel Evaluation Report. Reproduction and distribution and storing of forms, double checking on time and place of meetings, clarification of procedures for our training sessions - as well as understandings of the personnel procedures involved - these are all a part of the business.

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25 YEAR RE-REVIEW